

Memorandum



DATE March 21, 2018

TO Honorable Members of the Ad Hoc Judicial Nominations Committee

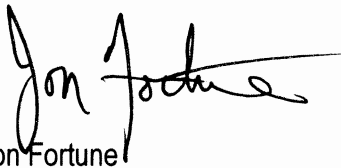
SUBJECT **Overview of Municipal Court Operations**

On Monday, March 26, 2018, you will be briefed on an overview of municipal court operations by Director Gloria López Carter, Court and Detention Services Department. The purpose of this overview is to provide information about judicial activity, court docket utilization, and next steps related to the judicial appointment process.

As part of the judicial appointment process, you will ultimately submit candidate recommendations to the City Council. The attached analysis of the case load and docket utilization is being provided as supplementary data for the judicial appointment process.

The briefing materials are attached for your review.

Please contact me if you have any questions or need additional information.



Jon Fortune
Assistant City Manager

[Attachment]

cc: Honorable Mayor and Members of the City Council	Jo M. (Jody) Puckett, Assistant City Manager (Interim)
T.C. Broadnax, City Manager	Joey Zapata, Assistant City Manager
Larry Casto, City Attorney	M. Elizabeth Reich, Chief Financial Officer
Craig D. Kinton, City Auditor	Nadia Chandler Hardy, Chief of Community Services
Bilerae Johnson, City Secretary (Interim)	Raquel Favela, Chief of Economic Development & Neighborhood Services
Daniel F. Solis, Administrative Judge	Theresa O'Donnell, Chief of Resilience
Kimberly Bizer Tolbert, Chief of Staff to the City Manager	Directors and Assistant Directors
Majed A. Al-Ghafry, Assistant City Manager	

Overview of Municipal Court Operations

Ad Hoc Judicial Nominations

March 26, 2018

Gloria Lopez Carter, Director
Court and Detention Services

Daniel F. Solis, Administrative Judge
Judiciary



Presentation Overview

- Purpose
- Municipal Court Overview
- Judicial and Court Activity
- Recommendation
- Next Steps

Purpose

- To provide an overview of municipal court operations and judicial activity

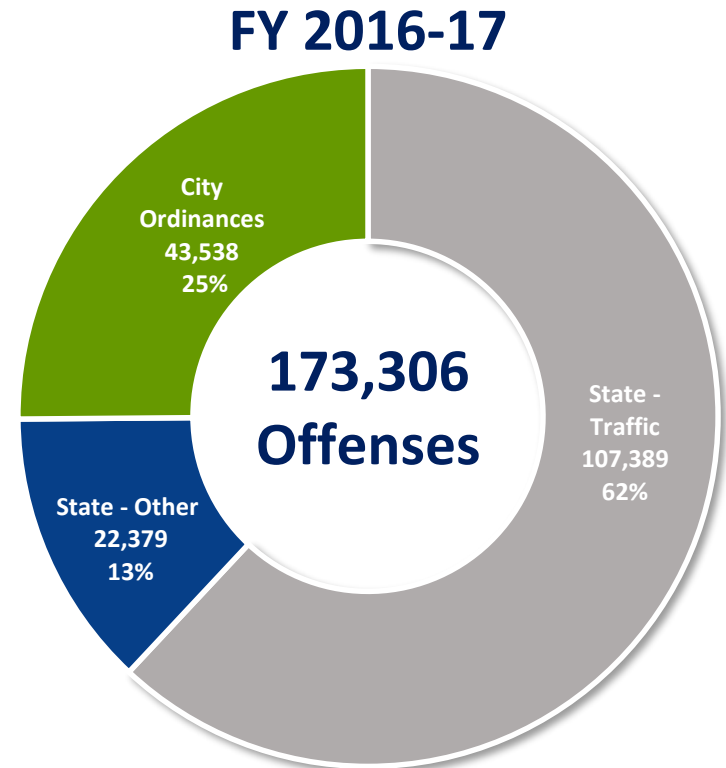
Municipal Court Overview

The Municipal Court is comprised of three (3) departments:

Department	Basic Functions	Direct Report
Court & Detention Services	Docket/Update Cases Collections & Records Confirm & Enforce Warrants Jail Contract Oversight	City Manager
Prosecutors Division of the City Attorney's Office	Prosecute Cases Defend Appeals Support Staff	City Attorney
Judiciary	Adjudicate Cases	City Council

Municipal Court Overview FY16-17

- Administer traffic, class C misdemeanor, and city ordinance citations
- Processed approximately 173,000 offenses
- Collected approximately \$18M in general fund revenue



NOTE: City Ordinances are both Criminal and Civil

Judicial Activity



Judiciary

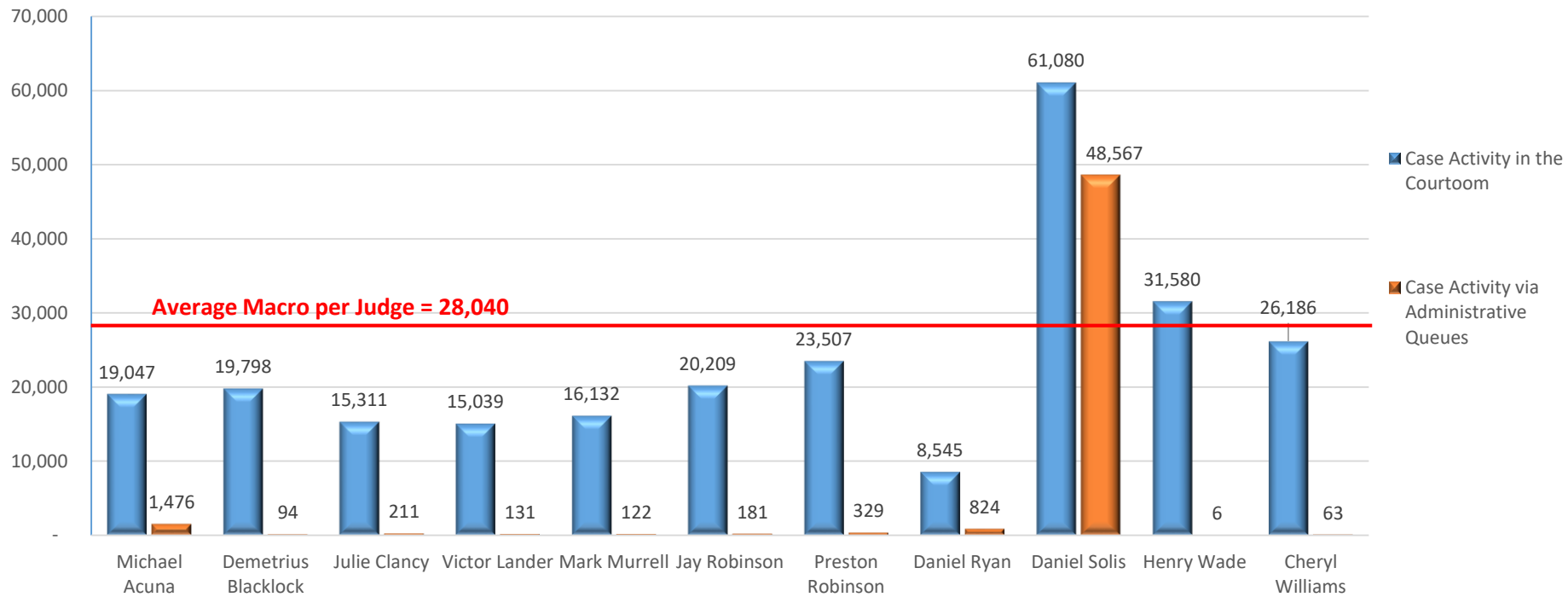
- City Council appoints municipal judges
 - 2 year terms
- In 2016, 12 full-time judges and 18 associate (part-time) judges were appointed
 - Includes administrative judge
 - Currently, 1 full-time judge position is vacant
- Judiciary includes judges, bailiffs, interpreters, and administrative services

Judicial Responsibilities

- Preside over traffic, class C misdemeanor and city ordinance cases
- Provide accessible, efficient, fair, and impartial trials
- Serve as magistrates
 - Adults
 - Juvenile warnings
- Set bonds and forfeitures
- Impose sentences when defendants are found guilty
- Issue warrants

Judicial Activity

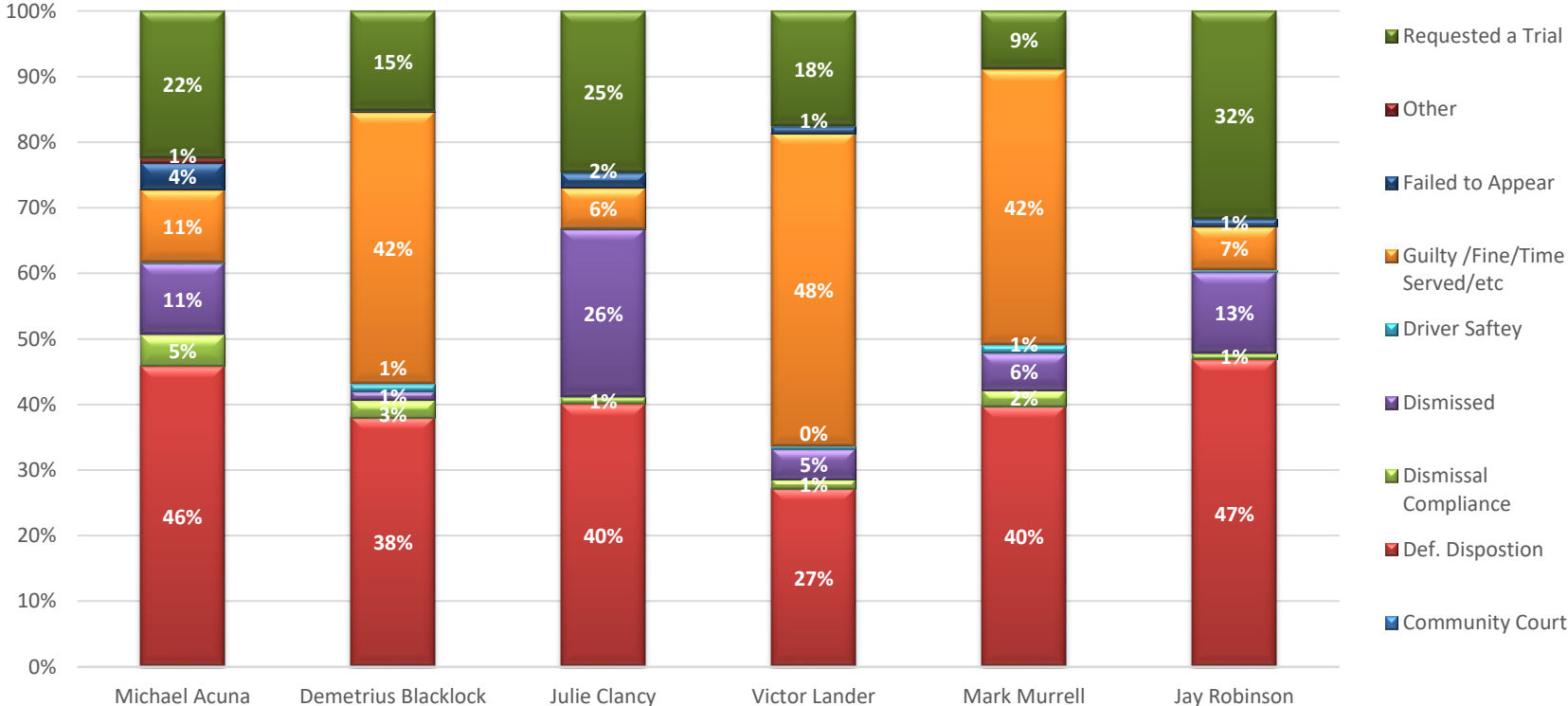
***Case Activity**
Aug 2016 - Feb 2018



*Case Activity represents the number of Macros per Judge. A Macro is an electronic transaction that updates a case. This excludes warrants reviewed.

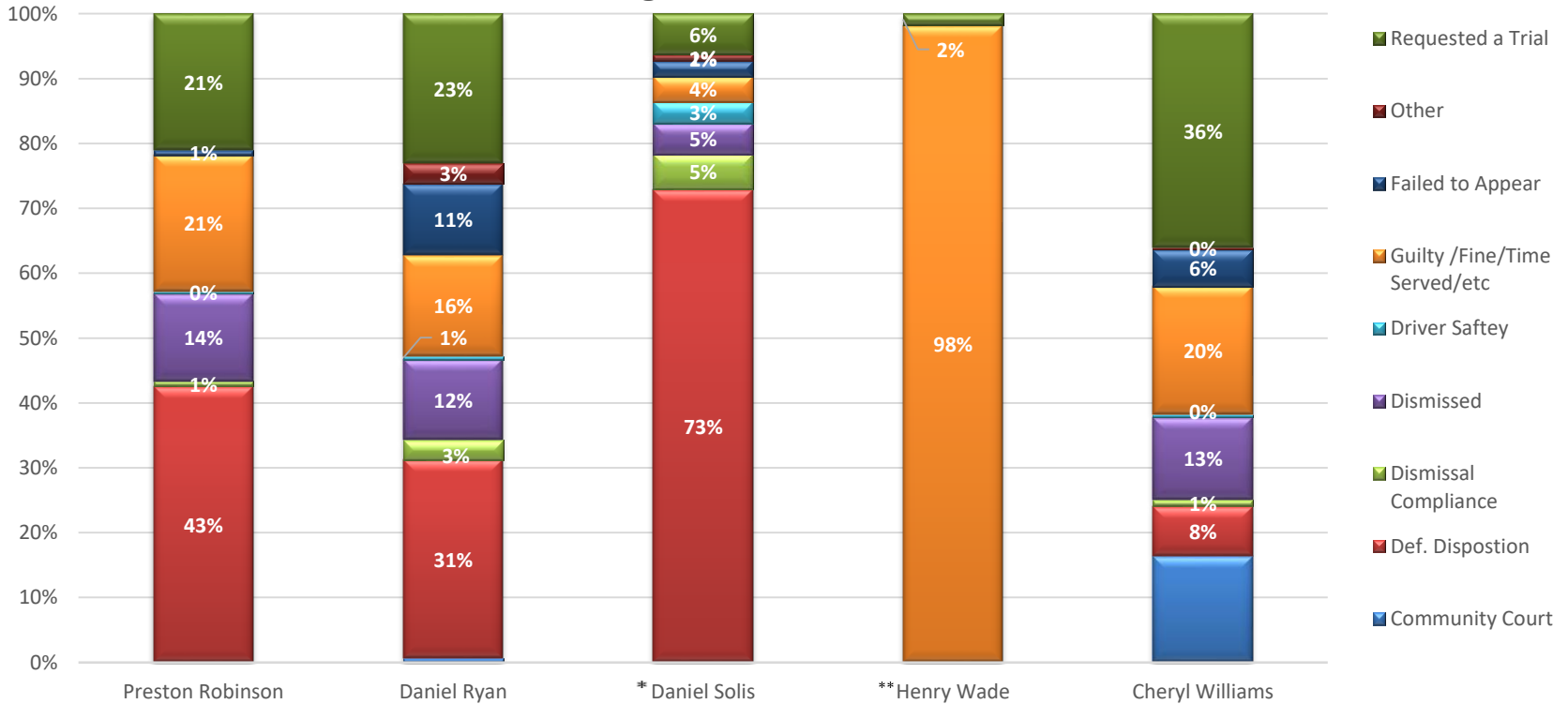
Judicial Activity

Dispositions of Cases Scheduled
Aug 2016 - Feb 2018



Judicial Activity

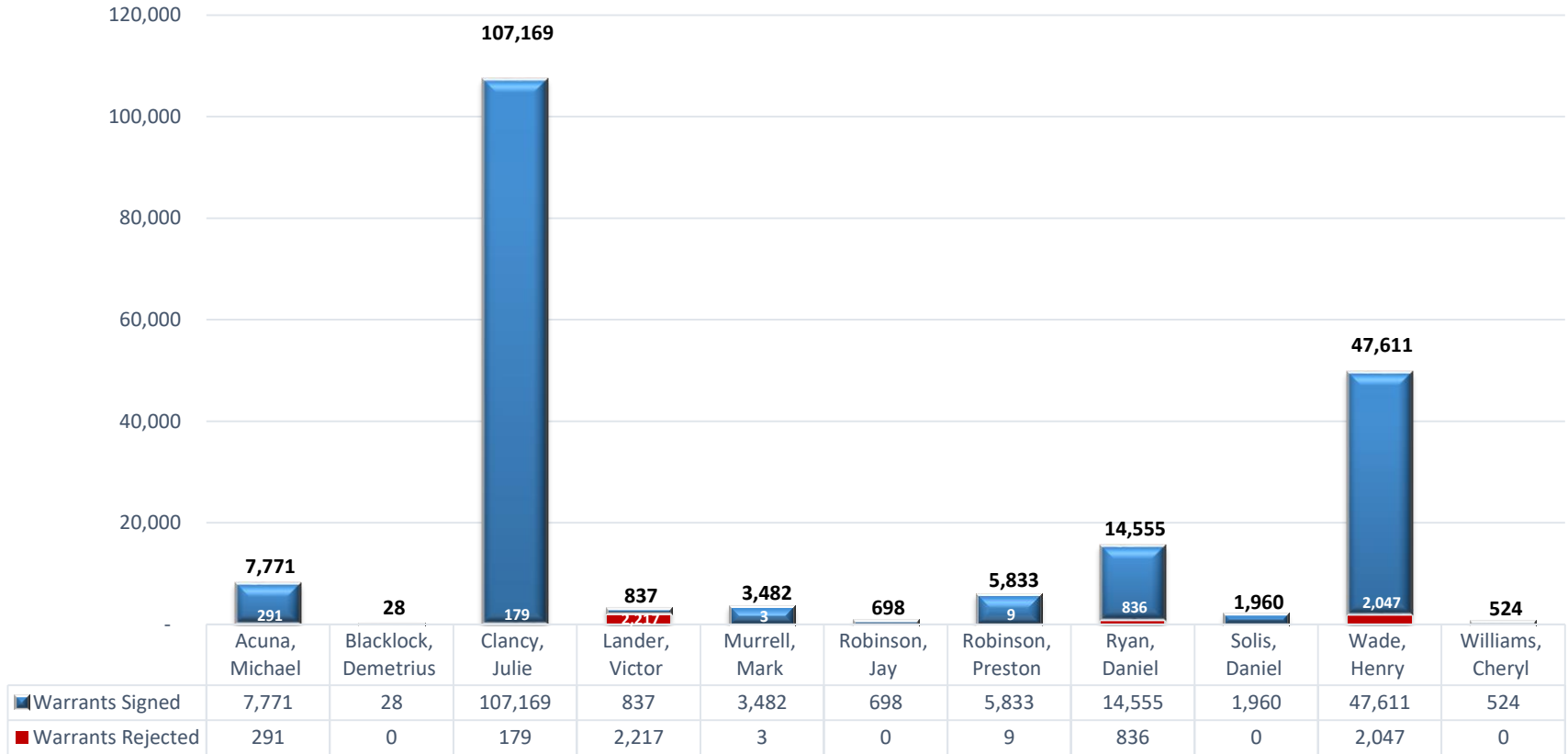
Dispositions of Cases Scheduled
Aug 2016 - Feb 2018



*Includes administrative queues **Presides over the jail docket

Judicial Activity

Warrants Reviewed Aug 2016 - Feb 2018

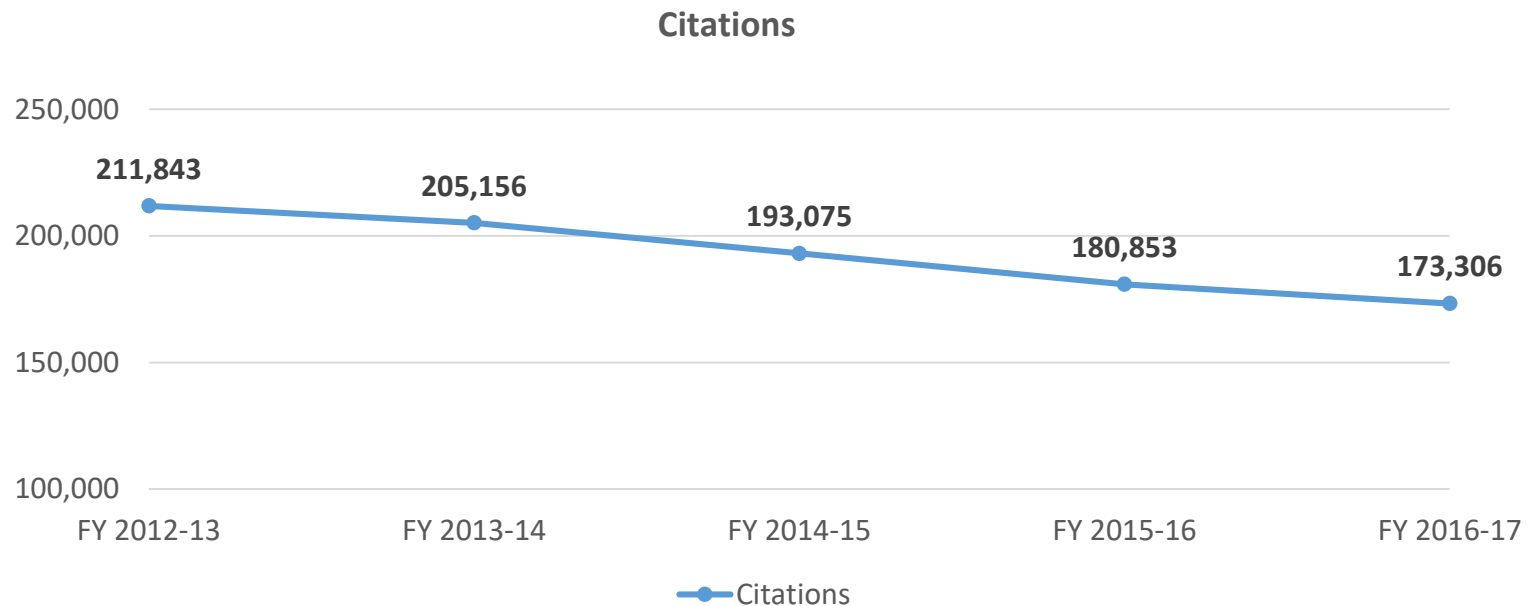


Court Utilization



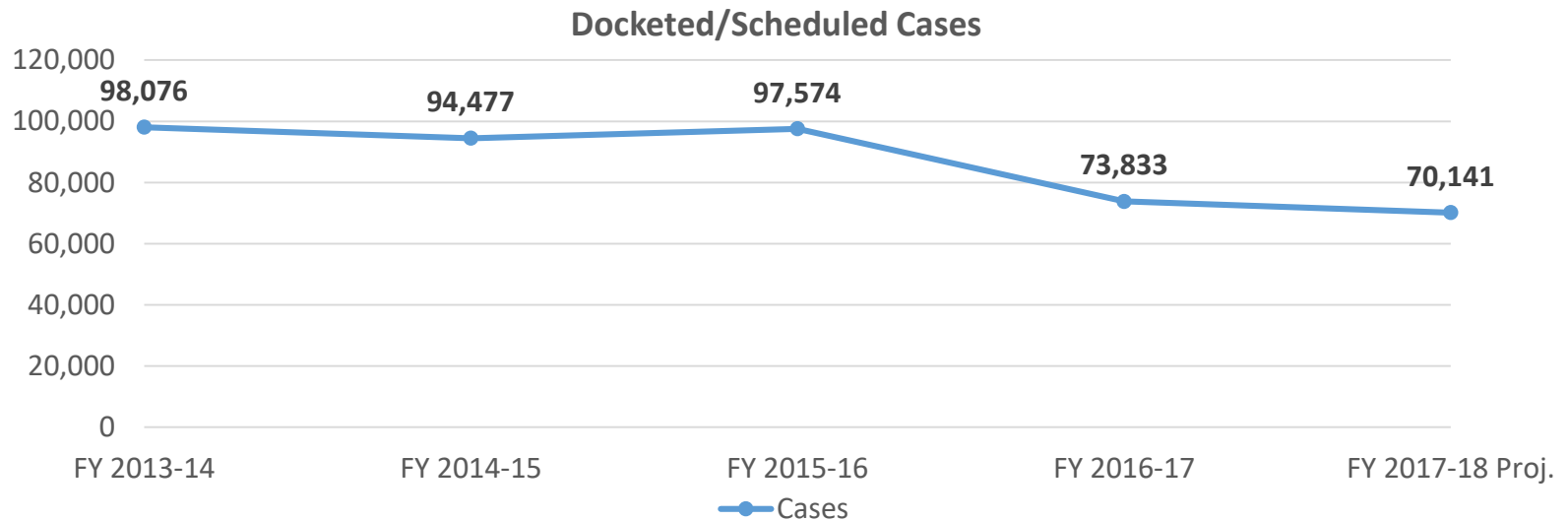
Court Utilization

- Trends impacting court utilization
 - Citations decreasing an average of 5% yearly



Court Utilization

- Trends impacting court utilization
 - Docketed/Scheduled cases decreasing yet number of judges remain the same



12 full-time judges appointed beginning in FY 2012-13 and throughout this period

Court Utilization

- Trends impacting court utilization
 - Online transactions increasing yearly
 - Online options include: Pre-Trial, Compliance Dismissals, Deferred Disposition, Driver Safety Program Requests, and Payments

Transaction Type	Number of Transactions by Fiscal Year					
	FY 2015	%	FY 2016	%	FY 2017	%
In-Person	117,168	91%	118,468	71%	111,521	65%
Online	11,912	9%	47,460	29%	60,118	35%
Total	129,080	100%	165,928	100%	171,639	100%

Recommendation

- Based on these findings, the Ad Hoc Judicial Nominations Committee may consider reducing the number of full-time judges from 12 to 10.
 - If case load increases, associate judges will be utilized to handle the increased case load throughout the year.

Next Steps

- March 27: Judicial Nominating Commission (JNC) selects candidates to interview
- April 2-5: JNC conducts candidate interviews and candidate deliberation/selection
- April 13: JNC submits recommendations to Ad Hoc Judicial Nominations Committee
- April 23: JNC presents candidate recommendations to Ad Hoc Judicial Nominations Committee

Next Steps

- May 7: Ad Hoc Judicial Nominations Committee interviews candidates
- June 13: City Council votes to appoint candidates

Appendix



Judicial Responsibilities

Judge	Type of Docket	# of Cases	Frequency
Michael Acuna	8 Liners Offenses	6	2 (month)
	Adjudication Hearings	50	1
	Bond Forfeitures	50	1 (month)
	Chapter 54 Hearings		2 (month)
	Dangerous Dog Appeals	6	2
	Health/Animal/Environmental Pretrial Hearings	65	3
	Health/Animal/Environmental Trial Settings	45	1
	Housing Ordinance Pretrial Hearings	50	3
	Housing Ordinance Trial Settings	55	1
	Inactive Badge Docket	100	1
	Juvenile/Parent Capias	80	1
	Juvenile/Parents Art. 45.057 Hearings	80	1
	Show Cause	250	1
	Trial Settings	20	1
	Urban Rehabilitation Red Tag Structures		4 (month)
	Urban Rehabilitation Red Tag Structures (2 nd call back)		1 (month)
Demetrius Blacklock	Adjudication Hearings	50	1
	South Oak Cliff Community Court		3
	Show Cause	250	1
	Veterans Docket		1
	Walk Ins post 21 days	50	7
Julie Clancy	Attorney Pretrial Hearings	75	3
	Trial Settings	55	3
	Warrants	500	4

Judicial Responsibilities

Judge	Type of Docket	# of Cases	Frequency
Victor Lander	Adjudication Hearings	50	1
	Attorney Pretrial Hearings	75(25ct.4)	3
	Attorney Walk Ins <20 cases per Attorney	50	2
	City Detention Center Jail Docket		1
	Domestic Violence ProSe Pretrial Hearings	25	1
	Jury Orientation	20-50 Jurors	2
	Lew Sterrett Jail Docket		2
	ProSe Hearings	60	1
	Show Cause	250	1
	Walk In within 21 days	50	2
	Warrants	500	2
Mark Murrell	Adjudication Hearings	50	1
	Capias Pro Fines	200	1
	Show Cause	250	1
	Walk Ins post 21 days	50	7
	Warrants	500	1
Jay Robinson	Adjudication Hearings	50	1
	Attorney Pretrial Hearings	75	6
	Show Cause	250	1
	Trial Settings	55	3
Preston Robinson	Adjudication Hearings	50	1
	Attorney Pretrial Hearings	75	4
	Mail Docket	100	2
	Show Cause	250	1
	Trial Settings	55	2
	Warrants	500	2

Judicial Responsibilities

Judge	Type of Docket	# of Cases	Frequency	
Daniel Solis	Adjudication Hearings	50	1	
	Attorney Walk Ins	50	7	
	West Dallas Community Court		3	
	Family Violence Trial Settings	30	1	
	Indigency Hearings		1	
	Juvenile 2 nd Appearances	200	1	
	Juvenile Show Cause	75	1	
	ProSe Hearings	60	4	
	Show Cause	250	1	
	Walk Ins within 21 days	50	7	
	Walk Ins post 21 days	50	2	
	Domestic Violence Attorney Pretrial Hearings	25	1	
	Domestic Violence Pro Se Pretrial Hearings	20	2	
	*X-Docket			Daily
	DPD Fallen Officers Docket			
	DSC Dismissal Docket			
	Judiciary Deferred Compliance			
	Deferral Paid			
	Dismissal Compliance			
Judgment Paid at Window				
Judges Review of deferral at Window				
Judgments online				

*Processed via an administrative queue



Judicial Responsibilities

Judge	Type of Docket	# of Cases	Frequency
Henry Wade	City Detention Jail Docket		4
	Jury Orientation		2
	Low Sterrett Jail Docket		8
	Warrants		2
Cheryl Williams	Adjudication Hearings	50	1
	Downtown Dallas Community Court		1
	Drug Docket		1
	Juvenile 1 st Appearances	75	2
	Juvenile Off Docket	Unlimited	1
	Juvenile Show Cause	75	1
	Juvenile Trials	40	1
	Prostitution Diversion Initiative (PDI)		1 per Quarter
	South Dallas Community Court		2
	Bulk Docket	100	2
	Show Cause (Adult)	250	1
Daniel Ryan	Northeast Community Court		3
	Pawn Shop Hearings	6	1
	Red Light & Parking Appeals	6	1
	School Bus Stop Arm Appeals	6	1
	Attorney Walk Ins	50	7
	Walk Ins within 21 days	50	2
	Warrants	500	3

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